Course Title:	***How to Design Newsletters, Brochures, Ads, Catalogs, Reports, Proposals, Presentation Materials and More!***
Date(s)/Time:	September 7-8, 2004 / 0900 – 1600
Location:	USASOC, Special Operations Academic Facility, Ft Bragg, NC
Tuition:	USASOC employees are centrally funded. Tuition for all others is $166 each.
Vendor:	National Seminars Group, Shawnee Mission, KS
Course Manager:	Linda Burnette, CHRA, SC Region, linda.p.burnette@us.army.mil 256.842.6617 / DSN 788.6617 / FAX 256.876.3627
Cancellation Policy	Registrations &/or cancellations must be made directly with the course manager on or before August 9, 2004. Registering or cancelling via a local training registration system does not satisfy this requirement.

Who Should Attend:
Any Federal employee whose job requires the graphic design & layout skills necessary to produce *visually powerful* & *effective* documents.

Course Description:
An intensive two-day workshop offering participants the tips & techniques to produce professional looking projects. Learn to take documents from dull to dynamic with graphic design training. Create visually appealing documents that get results by knowing the basics of:

♦ Good graphic design
♦ Impressive layouts for different types of documents
♦ Using color, photos, typefaces, & other graphic messages

Registration Information: **Registration Deadline: August 9, 2004**

Follow your organization's procedures for securing approval to attend this program. If you are not a USASOC employee & want to obtain space, submit a completed payment authorization sheet to the course manager by the registration deadline.

Additional Information:
♦ Individuals requiring special accommodations must notify the course manager at the time of registration.
♦ Participants are excused from portions of any training program that they feel conflicts with their religious beliefs or creates high levels of emotional response or psychological stress.
♦ Participants are required to complete a course roster & program evaluation at the class.

Revised Apr 04